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**FINANCE DIRECTOR'S OFFICE****CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Brent A. Hartzell, Director

FROM:

Michael Hanlon

BUREAU: Department of Finance

BUREAU:

City Council

**TRANSFER DETAIL**

Date of Request: 5-Jan-18

Fund: *General-2017* Transfer Amount: 7,149.75**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-01-0101-0001-46	<i>7,149.75</i> <del>\$7,150</del>	271,000.00	171,027.44	163,877.69
Other Contract Services				

**TO (CREDIT)**

000-01-0101-0001-72	7,149.75			7,149.75
Equipment				

**Reason Transfer is Required:**

Remove and dispose of the existing carpet. Furnish and install Mannington carpet tile. Furnish and install Roppe 4.5" rubber cove base. City of Allentown to move all furniture and equipment.

**Reason Funds are Available for Transfer:**

Funds are available in the Other Contract Services Account #000-01-0101-0001-46 *we were told to place funds in 46 account because carpet fell under a contract in Building Maintenance - Controller thought this was wrong so now we are transferring it again*

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

Amount not more than \$5,000.00

Amount is greater than \$5,000.00

Department Head:

Date:

Director of Finance:

Date:

Mayor or Managing Director (if amount is greater than \$5,000):

Date:

Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:

Date:

**CITY COUNCIL**

Ray O'Connell, President:

☒ Approved ☐ Disapproved

Date: 1-17-18

Daryl Hendricks, Vice President:

☒ Approved ☐ Disapproved

Date: 17-JAN-18

Candida Affa, Councilperson:

☒ Approved ☐ Disapproved

Date: 1/18/18

Julio Guridy, Councilperson:

☒ Approved ☐ Disapproved

Date: 1/18/18

Roger MacLean, Councilperson:

☒ Approved ☐ Disapproved

Date: 1/18/18

Courtney Robinson, Councilperson:

☒ Approved ☐ Disapproved

Date: 1/18/18

David McGuire, Councilperson:

☒ Approved ☐ Disapproved

Date: 1/18/18

Cynthia Mota, Councilperson:

☒ Approved ☐ Disapproved

Date: 1/18/18